**The Short List of Email Academic Language**

**email-** electronic mail

**email address**- 889909@dpsk12.net

**Inbox**- this is where your message will come from and where they are stored

**reply**- this is to give the person sending the email an answer

**reply all**- will send the email to ALL people receiving email

**forward**- will send the email to a different person

**compose email-** this is when you create a new message

**To:** this tells who the email is for

**Subject-** what the email is about

**send-** this will get your mail to the person you are writing to

**contacts-** email addresses

**attachment**-an extra document/photo/file in your email

**thread-** an email conversation